**Position Description**

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| **Role** | **Events Coordinator** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | General Committee |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting (optional) |
| **Organisation Description** | The Hunter Organic Growers Society is a not for profit community organisation run by volunteers in the Hunter Valley region.​We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!​Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for managing all aspects of the organisations events. This includes;* Researching potential event locations, activities, or speakers.
* Liaise with hosts or speakers to arrange the event details, and make records as per the events hosts information sheet.
* Ensure the organisation hosts one event each month, except January, unless the committee agrees otherwise.
* Design a yearly event schedule that meets the aims of the organisation and reflects the interests of the current membership.
* Set simple event budgets in consultation with the Treasurer and Executive Committee as required.
* Write ‘copy’ to advertise the event with the assistance of the Media Team.
* Obtain images to promote the event from hosts and speakers. Provide to the Media Team.
* Provide event information to the Media Team for publicity.
* Consider the potential for events to aid fundraising for the organisation as required.
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| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively.
* Previous experience with event or project management helpful but not essential.
* Ability to commit to a monthly deadline for event listings.
* Full training and mentoring will be available from the outgoing team, plus a range of support material supplied.
* A smile on your face, a team player, and willingness to learn and develop your skills!
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| Benefits | * Free household membership to the Hunter Organic Growers Society
* Excellent free training opportunity to learn new skills that are transferrable to employment or studies.
* Joining the tribe and making new friends
* That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle.
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| Contact | hunterorganicgrowersociety@gmail.com |